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STATE OF INDIANA

DEPARTMENT OF WORKFORCE DEVELOPMENT

Formal Communication

TO: WIB Directors

FROM: William R. Miller, Director, WIA Administration

DATE: January 27, 2004

Workforce Investment Act - Technical Assistance Bulletin

WIA-TAB 2003-007

Basic Skills Deficiency

The following is meant to add clarity to existing law, regulation, and policy regarding basic skills deficiency in younger youth aged 14 through age 18.

Younger Youth Skills Attainment Goals:

The Workforce Investment Act defines an individual who has English reading, writing, or computing skills at or below the eighth grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test as basic skills deficient.

WIA contains the Younger Youth Skills Attainment Goal performance standard. This measure should create an appropriate intermediate-type measure for youth who require more services, such as academic and soft skills development, prior to attaining a diploma or equivalency, employment, and post secondary education. Goals fall into the category of basic skills, work readiness, or occupational skills. According to the Younger Youth Skills Attainment Goal standard definition, all younger youth who are determined to be basic skills deficient at registration are required to have a basic skills goal set (the participant may also set work readiness and/or occupational skills goals, if appropriate). WIA participants counted in this measure will be all in-school, and any out-of-school youth assessed to be in need of basic skills, work readiness skills, and/or occupational skills (including youth with disabilities.) When setting, the basic skills goal needs to address the following: 1) that it is related directly to the deficiency; 2) that it is measurable, i.e., improving the TABE score by 0.5; and 3) that it is realistic, i.e., raising the TABE score by 0.5 and not 2.5. A positive outcome is reported for those younger youth that achieve their skill goal within one year of it being set. Please read DWD Commissioner's Directive 2002-23, issued April 4, 2003, and Training and Employment

Guidance Letter 7-99, issued March 3, 2000, by the Department of Labor for complete information on the WIB's performance goals for PY'03 and the WIA performance measures, respectively.

Common Measures:

Beginning July 1, 2003, local areas are required to conduct testing of reading and math levels at program entrance, at regular intervals thereafter and at exit. Indiana determined the regular interval to be nine (9) months. (This will likely change to twelve months to conform with federal guidance once it is published.) These measures were put in place so that we could start collecting data that may be required under the Common Measures.

Department of Labor grantees, as well as grantees/contractors from five (5) other federal agencies, will be held accountable under Common Measures. For all youth, the Common Measures will contain a Literacy and Numeracy Gain Measure that measures reading and math level changes. The literacy and numeracy gains indicator measures the increase in the literacy and numeracy skills of participants who are basic skills deficient at registration through a common assessment tool administered at program entry and regular intervals thereafter.

Questions have arisen concerning youth whose basic skills level decreased from the level reported in the application data as compared in the level attained through interval assessment testing. Clarification is provided:

- A younger youth is not required to be enrolled into a basic skills goal applicable to the Younger Youth Skills Attainment Rate performance standard when the initial basic skills test score is 9.0 or above, regardless of the scores on any subsequent tests. However, the local workforce investment board may determine remediation services are necessary. The Department of Workforce Development recommends remediation services be provided because we anticipate a skill increase standard for youth (Literacy and Numeracy Gain Measure) within the Common Measures.
- For older youth, if a score below 9.0 is reflected through an initial or interval basic skills test, the local workforce investment board will determine if remediation services are necessary. Case notes justifying the decision are required. The Department of Workforce Development recommends remediation services be provided because we anticipate a skill increase standard for youth (Literacy and Numeracy Gain Measure) within the Common Measures.

Note clarification provided through this TAB may be changed with the implementation of the Common Measures. In which case, this TAB may no longer be effective.

WIA-TAB No.	Subject Matter
2003-000	Workforce Investment Act Technical Bulletins
2003-001	WIA Citizenship and Registration for Selective Services
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2003-006	CPR or First Aid as a Credential
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